

## PERFORMANCE PLAN AND APPRAISAL RECORD

<b>Employee Name:</b>	Date	Element No. _____ of _____
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### Cascaded Organizational Goals

Each element must be cascaded from the DOC Strategic Goals. All Goals must be identified for each element. First, select the appropriate DOC Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to complete the cascade.

#### DOC Strategic Goals:

- ☐ Strategic Goal 1: Provide the information and tools to maximize U.S. competitiveness and enable economic growth for American industries, workers and consumers
- ☐ Strategic Goal 2: Foster science and technology leadership by protecting intellectual-property, enhancing technical standards and advancing measurement science
- ☐ Strategic Goal 3: Observe, protect and manage the Earth's resources to promote environmental stewardship
- ☐ Management Integration Goal: Achieve Organizational and Management Excellence
- ☐ Bureau Goal:
- ☐ SES/Organizational Goal:

### Critical Element and Objective

#### Leadership/Management

To manage the employees and resources in the office.

**Weighting Factor:** (The weight for each element should reflect the significance within the framework of the Department's or bureau's organization goals. Weights should not be assigned based on the percentage of time an employee spends working on that element.)

Element Weight

**Enter the weight for this element in the adjacent box.** →

**Results of Major Activities:** Identify results that need to be accomplished in support of the performance element. A minimum of 3 and a maximum of 6 measurable results must be listed.

Resources are managed to accomplish the Department's Strategic Goals and [Insert "office" name] objectives. [Insert "office" name] priorities are communicated to staff.

Employees are coached to realize their potential, using individual development plans or training programs to increase staff productivity and to produce high quality products and materials.

Employee performance is managed through continuous feedback on performance, performance appraisals, and resolution of performance deficiencies. Recognition programs (i.e., monetary, non-monetary or honor awards) are routinely utilized to acknowledge employee performance.

Employment actions, such as selections and promotions are managed, and are consistent with Merit System Principals, equal opportunity and diversity principles, and do not violate Prohibited Personnel Practices. Employee grievances and allegations of discrimination receive a prompt response with the goal of resolution at the lowest organizational level.

Office complies with legal and reporting obligations, the Privacy Act, and other applicable statutes, including the requirements of governmental and other suppliers of data to the [Insert "office" name] to ensure the confidentiality of Personally Identifiable Information (PII).

**Criteria for Evaluation:** Supplemental Standards are required for each element and must be defined at Level 3 performance in terms of quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply.

Staff and resources are used effectively to complete assignments and meet the responsibilities of the Office.

Office performance is consistent with [Insert "office" name] standards and performance plans/evaluations.

Performance management system benchmarks are complied with (i.e., Performance plans are in place by November 30; Mid-year progress reviews are conducted by April 30; and Performance appraisals and ratings are completed by October 31).

The Performance Management Tracking System is maintained and usually kept current to facilitate the bureau's completion of the Department's CD-431 reporting deadlines.